



CORPORATE INFORMATION GOVERNANCE GROUP

Terms of Reference

1. Purpose

The purpose of this Group is to provide advice and assurance to the Authority [Organisation] on all matters concerning Information Management, Assurance and Governance.

2. Definition

IMAG (Information Management, Assurance and Governance), is a framework to bring together all of the requirements, standards and best practice that apply to the handling of information, both electronic and manual (paper).

It allows the organisation and individuals to ensure that information is accurate, dealt with legally, securely, efficiently and in order to assure the quality, confidentiality, integrity and availability of all information held by the organisation and its supply chain and partner on its behalf. . The principles of Information Governance which is an Authority [organisation] wide initiative provides a consistent way for employees, contractors and partners to deal with many different information handling requirements.

3. Objectives

3.1 To ensure that the Authority [organization] has effective policies and management arrangements covering all aspects of Information Governance in line with the Authority's [organizations] overarching Information Governance Policy, i.e.

- Management of Information Governance
- Information Risk Management
- Information Assurance (including confidentiality, integrity and availability)
- Information Compliance (eg Data Protection Act)
- Information Quality Assurance
- Records Management
- Information Sharing

3.2 To ensure compliance with information governance requirements placed on the Authority, particularly by the Data Handling Framework, [The Health Information Governance Framework] and the GCSx/PSN Codes of Connection. To facilitate the development of action plans where compliance is less than 100%, to audit and monitor their implementation.

3.3 To ensure that the Authority undertakes or commissions annual assessments and audits of its Information Governance policies and arrangements.

3.4 To establish annual Information Governance Framework Improvement Plans, secure the necessary implementation resources, and monitor the implementation of those plans.

3.5 To receive and consider reports into incidents and breaches of confidentiality and security and where appropriate undertake or recommend remedial action, ensuring that lessons learned, are communicated to the organisation and where relevant to partners and the supply chain.



3.6 To ensure all relevant risks are recorded on the Authority's Risk Register and are shared as appropriate with partners and the supply chain.

3.7 To liaise with other Authority committees, working groups and programme boards in order to promote Information Governance issues.

3.8 To ensure full and effective liaison with all external organizations such as the Information Commissioner, Police and Health Authorities and other relevant organizations, including the regional Local Government WARP.

3.9 To formulate and receive guidance from such supporting committees or groups as appropriate.

3.10 To report to the Management Team on Information Governance issues and to carry out such other tasks as may be required of it by the Authority.

3.11 To identify where new Policies and Procedures are required or are in process of implementation and to assign responsibility for overseeing implementation of each Policy and Procedure.

4. Accountability:

The group reports to Corporate Management Team.

5. Membership:

The group membership will consist of ((Examples)) the SIRO (Senior Information Risk Owner), Area Managers/Heads of Department, Head of ICT, Information Management Officer, Corporate Services Manager and the IT Manager. Information Asset Owners (IAOs) and as appropriate representatives from external partners and suppliers.

6. Meetings and Reporting

The Group will meet quarterly. Minutes of each meeting will be circulated within two weeks of the meeting.

7. Approval and Review

These terms of reference will be reviewed annually and any changes agreed with the Management Team.